

18 February 1972

MEMORANDUM FOR: Acting Director of Training

SUBJECT : Executive Interchange Program

25X1 1. [] has asked me to work up some suggestions for the Executive Interchange Program.

2. The general Brookings format, I think, would be quite suitable for this group, e.g. a 30-40 minute presentation by Mr. Colby, followed by a panel-type question and answer period. The panelists should be senior enough so they could answer a broad range of questions about their operations and activities. I suspect that although this is a junior executive group, their questions will be just as incisive and penetrating as they sometimes are at the Brookings affairs.

3. I think that generally the office head or special assistant level would be most appropriate. For example:

DDS

Jack Blake or

[]

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DDI

Dick Lehman or
Bruce Clarke

DDP

[] or a
Division Chief

25X1

DDS&T

[] or
Dave Brandwein

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A good choice for a fifth panelist would be Chuck Briggs, who could discuss planning, programming, management, computers, etc. Our suggestions for panelists should probably be cleared with each Deputy Director in advance.

4. Using this format a late afternoon schedule might look something like this:

1445 - Arrival and Coffee in USIB Conference Room

1500-1530 - Opening Briefing by Mr. Colby

1530-1645 - Question and Answer Period

This would allow the visitors to leave a little ahead of the 1700 rush.

5. As to dates, the latter part of March would be most suitable in terms of SIWA's other commitments and the availability of those on our staff who would be involved planning and administering this program. There are two Brookings affairs scheduled next month (10 and 24 March). Three possible dates for this group might be:

Friday, 31 March

Tuesday, 28 March

Tuesday, 21 March



C/IF/SIWA

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